

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Letter of Appreciation - Admin Staff Support

FROM:

EXTENSION

NO.

DATE

DCI/ICS-82-4578

STAT

13 Sept. 82

building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

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DIRECTOR OF CENTRAL INTELLIGENCE
Committee on Imagery Requirements and Exploitation

DCI/ICS-82-4578
13 September 1982

MEMORANDUM FOR: [REDACTED]

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Chief, Administrative Staff
Intelligence Community Staff

SUBJECT: Letter of Appreciation -- Administrative Staff Support

1. Last week I received the final volume of the Imagery Policy Manual from the printing plant. As you know this has been a long term project of the DCI Committee on Imagery Requirements and Exploitation (COMIREX). Several members of your staff have provided invaluable support to the COMIREX Secretariat in the preparation of this document.

2. [REDACTED] played a major part in the final preparation of this manual in her role as the IC Staff Publication Officer. My staff and I relied on her heavily for technical editorial review and for administrative guidance on format and style. While it was necessary for my project officer to make numerous visits to the printing plant to effect final publication coordination, these visits were significantly reduced from what was previously required on former projects due to [REDACTED] participation. Without her expert assistance, there would have been a far larger resource impact on my staff. STAT

3. Throughout the early Community coordination of this manual members of the Registry Staff provided vital support, especially [REDACTED] and [REDACTED]. The high degree of Community interest in this document and the extensive coordination that was required resulted in the preparation of multiple draft versions of the manual. The document reproduction and dissemination tasks performed by the Registry Staff were done with a high degree of efficiency and allowed us--even with the high volume of output--to meet very short deadlines. At certain critical times the Registry Staff even provided direct courier service to COMIREX members. STAT

4. During its final stages of preparation, the volume of material was so great that we had to seek additional typing support. Two secretaries assigned to your office, [REDACTED] and [REDACTED] volunteered for this overtime work. Their output was accurate and timely even though the task was complex with a high volume of material to be typed. STAT

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